

Go to [Maintain Designated Licensed Producer](#). Enter the agency's information. Click on State drop down box and select Virginia. Click Search.

## Individual Association Maintenance

*Please enter State, and either EIN or License Number. You can enter both EIN and License Number. If the EIN and License Number you entered does not match, no data will be retrieved. In that case, try to enter only one or the other.*

EIN

or

License Number

and

State  \* Required

Click on Action drop down box.

## Individual Association Maintenance

Firm FREDMAN AGENCY INC

State VA

Action  \* Required

SSN

Last Name

*Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved. SSN and Last Name are required when creating a new association.*

To review a list of agents associated with the agency, select Maintain and click Continue. If you click on the name, it will terminate the DLP.

To remove a DLP, select Terminate, enter SSN and Last Name and click Continue.

To add the appropriate DLP, select Create, enter SSN and Last Name and click Continue.

### Individual Association Maintenance

<b>Firm</b>	RIEDMAN AGENCY INC.
<b>State</b>	VA
<b>Action</b>	<input type="text"/> * Required
<b>SSN</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>

*Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved.  
SSN and Last Name are required when creating a new association.*

Click on drop down box and select appropriate association. (For example, Supporting Agent – Producer, Supporting Agent – Consultant, etc.) Click Create Association.

### Individual Association Maintenance for the State of Virginia

**Firm :** 23 ABC INSURANCE LLC  
**Individual :** REAL ROBERT CARTER  
**Action :** Create

Individual	SSN	City	State	Association
<b>There are no current associations.</b>				
<b>New Association</b>	<input type="text"/>			

Position may be left blank. Click on Submit. A Sircon processing fee may apply.

## Individual Association Maintenance for the State of Virginia

**Firm :** 1 2 3 ABC INSURANCE LLC  
**Individual :** NEAL ROBERT CARTER  
**Action :** Create

<i>Begin Date or End Date is not modifiable. Begin Date or End Date will be defaulted to Today's date.</i>		
<b>Association</b>	<b>Position</b>	<b>Begin Date</b>
Supporting Agent - Producer	<input type="text"/>	06-15-2016
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
<i>Warning: You will be charged for each click of the submit button. A double click counts as two clicks.</i>		